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A1 – Skills

Punctuation, Structure, Paragraphs, Essays and Emails

1-A/An ----- is used at the end of declarative, imperative and conditional sentences.

- a. colon b. semicolon c. comma d. full stop

2- A/An----- is used after a command, an interjection, or what shows surprise or anger.

- a. exclamation mark b. semicolon
c. comma d. full stop

3- The comma, semicolon and colon are used to indicate a/an ----- in series.

- a. phrase b. pause c. clause d. cause

4-A full stop is used after a/an -----.

- a. interjection b. exclamation
c. abbreviation d. incomplete sentence

5-A question mark is used at the end of ----- sentences and tag questions.

- a. declarative b. interrogative
c. argumentative d. persuasive

6-When writing initials for personal names, we use a -----.

- a. colon b. semicolon c. comma d. full stop

7-A pair of single or double ----- are used in direct speech.

- a. question marks b. exclamation marks
c. quotation marks d. semicolons

8- The "s is added after singular nouns or names to show -----.

- a. possession b. contrast c. agreement d. objection

9-We use capital letters to mark the beginning of a/an -----.

- a. adjective b. line c. sentence d. adverb

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10-A ----- is used after yes and no.

- a. capital letter b. colon c. semicolon d. comma

11-A ----- is used before „please“ in sentences.

- a. capital letter b. colon c. semicolon d. comma

12- ----- introduce lists in sentences.

- a. capital letters b. colons c. semicolons d. commas

13- A ----- is used between sentences when the second sentence explains or justifies the first sentence.

- a. capital letter b. colon c. question mark d. comma

14-We use capital letters at the beginning of ----- nouns.

- a. abstract b. countable c. proper d. uncountable

15- You use a comma before or after the name of the person -----.

- a. living near you b. sitting next to you
c. shouting at you d. you are speaking to

16- Names of countries, continents, days of the week and months of the year, public holidays as well as geographical places start with -----.

- a. quotation marks b. capital letters
c. question marks d. small letters

17-We use ----- to separate introductory clauses starting with after, although, as, because, before, if, since and though from independent clauses.

- a. full stops b. commas c. nouns d. colons

18- The titles of books, magazines, newspapers, plays and music should start with - -----.

- a. apostrophes b. commas c. capital letters d. colons

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19- To separate lists or elements within sentences, we use -----.

- a. apostrophes b. commas c. capital letters d. colons

20- The ----- is used between two independent clauses linked by a transitional expression (e.g., accordingly, consequently, for example, nevertheless, so, thus).

- a. apostrophe b. comma c. semicolon d. colon

21- When a name or a singular noun ends in -----, either add an apostrophe or an apostrophe as well as another s.

- a.-s b.-t c.-d d.-b

22- ----- are used to separate a list of similar words, adjectives or phrases.

- a. apostrophes b. commas c. semicolons d. full stops

23- When ----- nouns do not end in -s, just add -'s to these plural nouns to show possession.

- a. transitive b. abstract c. uncountable d. plural

24- The ----- can also be used to show that one or more letters in a contraction have been left out.

- a. colon b. comma c. apostrophe d. semicolon

25- To make a ----- form of two people joined by and, such as Rami and Sameh, put -'s only after the second name.

- a. possessive b. interrogative
c. comparative d. superlative

26- We can put ----- around titles of films, songs, poems, etc.

- a. question marks b. exclamation marks
c. apostrophes d. quotation marks

27- We can use ----- when we mention a word or phrase in a sentence.

- a. question marks b. exclamation marks
c. quotation marks d. semicolons

28- For ----- nouns that end in -s, put the apostrophe after the -s

- a. transitive b. abstract c. uncountable d. plural

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29- Put a ----- at the end of the direct sentence in case the speaker is placed after that sentence.

- a. full stop b. semicolon c. comma d. colon

30- Use a ----- to separate parts of the date.

- a. full stop b. semicolon c. comma d. colon

31- A ----- comes before the quotation mark to separate the direct speech from the rest of the sentence.

- a. full stop b. semicolon c. comma d. question mark

32- Use a ----- to set off a tag question from the rest of the sentence.

- a. comma b. semicolon c. period d. question mark

33- Use ----- to mark non-defining clauses.

- a. question marks b. semicolons
c. full stops d. commas

34-Which of the following is punctuated correctly?

- a. Yasser and Peter went to the club an hour ago?
b. Yasser and Peter went to the club an hour ago;
c. Yasser and Peter went to the club an hour ago!
d. Yasser and Peter went to the club an hour ago.

35-Which of the following is punctuated correctly?

- a. My grandson Ahmad was born in Jan, 2020.
b. My grandson Ahmad was born in Jan. 2020.
c. My grandson Ahmad was born in Jan; 2020.
d. My grandson Ahmad was born in Jan: 2020.

36-Which of the following is punctuated correctly?

- a. Let's find an A.T.M. so I can withdraw some money.
b. Let's find an A.T, M. so I can withdraw some money.
c. Let's find an A:T.M. so I can withdraw some money.
d. Let's find an A,T, M. so I can withdraw some money.

37-Which of the following is punctuated correctly?

- a. The general manager said; "This is a great day for the company".
- b. The general manager said, "This is a great day for the company".
- c. The general manager said? "This is a great day for the company".
- d. The general manager said" "This is a great day for the company".

38-Which of the following is punctuated correctly?

- a. You seem busy now, don't you!
- b. You seem busy now: don't you?
- c. You seem busy now, don't you?
- d. You seem busy now; don't you?

39-Which of the following is punctuated correctly?

- a. "Look out behind you!" she yelled.
- b. "Look out behind you:" she yelled.
- c. "Look out behind you?" she yelled.
- d. "Look out behind you;" she yelled.

40-Which of the following is punctuated correctly?

- a. What an amazing place:
- b. What an amazing place"
- c. What an amazing place.
- d. What an amazing place!

41-Which of the following is punctuated correctly?

- a. We went to London last summer;
- b. We went to london last summer.
- c. We went to London last summer.
- d. we went to London last summer.

42-Which of the following is punctuated correctly?

- a. Rami and Fadi can speak japanese although they live in South Africa.
- b. Rami and Fadi can speak Japanese although they live in south Africa.
- c. Rami and Fadi can speak Japanese although they live in South africa.
- d. Rami and Fadi can speak Japanese although they live in South Africa.

43-Which of the following is punctuated correctly?

- a. „Oliver“ is the main character in „Oliver Twist“ written by Charles Dickens.
- b. „Oliver“ is the main character in Oliver Twist written by Charles Dickens.
- c. „Oliver“ is the main character in „Oliver Twist, written by Charles Dickens.
- d. „Oliver“ is the main character in „Oliver Twist: written by Charles Dickens.

44-Which of the following is punctuated correctly?

- a. Could I have more cake; please?
- b. Could I have more cake, please?
- c. Could I have more cake: please?
- d. Could I have more cake, please!

45-Which of the following is punctuated correctly?

- a. No, it“s not a lion. it“s a tiger.
- b. No, it“s not a lion; it“s a tiger.
- c. No it“s not a lion; it“s a tiger.
- d. No, it“s not a lion, it“s a tiger.

46-Which of the following is punctuated correctly?

- a. Omar: you have done an excellent job.
- b. Omar, you, have done an excellent job.
- c. Omar you have done an excellent job.
- d. Omar, you have done an excellent job.

47-Which of the following is punctuated correctly?

- a. When I was doing the housework; a stranger knocked on the front door.
- b. When I was doing the housework. a stranger knocked on the front door.
- c. When I was doing the housework, a stranger knocked on the front door.
- d. When I was doing the housework: a stranger knocked on the front door.

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48-Which of the following is punctuated correctly?

- a. Huda bought: two kilos of sugar, a packet of tea, a bottle of oil and five loaves of bread.
- b. Huda bought two kilos of sugar: a packet of tea, a bottle of oil and five loaves of bread.
- c. Huda bought two kilos of sugar a packet of tea, a bottle of oil and five loaves of bread.
- d. Huda bought two kilos of sugar, a packet of tea, a bottle of oil and five loaves of bread.

49-Which of the following is punctuated correctly?

- a. It"s important to write in clear, simple, accurate words.
- b. It"s important to write in clear simple, accurate words.
- c. It"s important to write in clear, simple accurate words.
- d. It"s important to write in: clear simple, accurate words.

50-Which of the following is punctuated correctly?

- a. I can"t tell you now. however, all will be revealed tomorrow at midday.
- b. I can"t tell you now. However: all will be revealed tomorrow at midday.
- c. I can"t tell you now. However; all will be revealed tomorrow at midday.
- d. I can"t tell you now. However, all will be revealed tomorrow at midday.

51-Which of the following is punctuated correctly?

- a. Tamer said - "I have already tidied my room".
- b. Tamer said, "I have already tidied my room".
- c. Tamer said; "I have already tidied my room".
- d. Tamer said! "I have already tidied my room".

52-Which of the following is punctuated correctly?

- a. The police officer who arrived after just five minutes, arrested the criminal.
- b. The police officer, who arrived after just five minutes arrested the criminal.
- c. The police officer "who arrived after just five minutes, arrested the criminal.
- d. The police officer, who arrived after just five minutes, arrested the criminal.

53-Which of the following is punctuated correctly?

- a. "I"m coming home late tonight." my father said.
- b. "I"m coming home late tonight" my father said.
- c. "I"m coming home late tonight," my father said.
- d. "I"m coming home late tonight:" my father said.

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54-Which of the following is punctuated correctly?

- a. Try to keep calm during the interview: this will cause a good impression.
- b. Try to keep calm during the interview. this will cause a good impression.
- c. Try to keep calm during the interview, this will cause a good impression.
- d. Try to keep calm during the interview! this will cause a good impression.

55-Which of the following is punctuated correctly?

- a. Heavy rain had continued to fall at the airport, consequently, all flights were canceled.
- b. Heavy rain had continued to fall at the airport; consequently, all flights were canceled.
- c. Heavy rain had continued to fall at the airport! consequently, all flights were canceled.
- d. Heavy rain had continued to fall at the airport? consequently, all flights were canceled.

56-Which of the following is punctuated correctly?

- a. This is Charles"s phone.
- b. This is Charles" phone.
- c. This is Charles phone.
- d. This is Charles, phone.

57-Which of the following is punctuated correctly?

- a. Doctors look after people"s health.
- b. Doctors look after people health.
- c. Doctors look after peoples health.
- d. Doctors look after people" health.

58-Which of the following is punctuated correctly?

- a. We were at Eman"s and Ahmad"s party.
- b. We were at Eman"s and Ahmad party.
- c. We were at Eman and Ahmad"s party.
- d. We were at Eman and Ahmad party.

59-Which of the following is punctuated correctly?

- a. We"ll come to your party, but Sue won"t be able to come.
- b. We"ll come to your party: but Sue won"t be able to come.
- c. We"ll come to your party, but Sue wont be able to come.
- d. We"ll come to your party - but Sue won"t be able to come.

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60-Which of the following is punctuated correctly?

- a. She said, "Where is the nearest fish restaurant?"
- b. She said "Where is the nearest fish restaurant?"
- c. She said; "Where is the nearest fish restaurant?"
- d. She said, "Where is the nearest fish restaurant!"

61- Which of the following is punctuated correctly?

- a. Have you watched the famous film Titanic?
- b. Have you watched the famous film, Titanic"?
- c. Have you watched the famous film „Titanic“?
- d. Have you watched the famous film -Titanic“?

Structure:

62-Which of the following is structurally correct?

- a. Jack said that he has visited Luxor the week before.
- b. Jack says that he had visited Luxor the week before.
- c. Jack said that he had visited Luxor the week before.
- d. Jack said that he visits Luxor the week before.

63-Which of the following is structurally correct?

- a. Sally said that she could solve the problem after she had discussed it with her parents.
- b. Sally said that she can solve the problem after she had discussed it with her parents.
- c. Sally said that she will solve the problem after she had discussed it with her parents.
- d. Sally said that she may solve the problem after she had discussed it with her parents.

64-Which of the following is structurally correct?

- a. The teacher said that Mercury has been the smallest planet in the Solar System.
- b. The teacher said that Mercury is being the smallest planet in the Solar System.
- c. The teacher said that Mercury had been the smallest planet in the Solar System.
- d. The teacher said that Mercury is the smallest planet in the Solar System.

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65-Which of the following is structurally correct?

- a. She asked whether I liked reading short stories.
- b. She asked if I liked reading short stories.
- c. She asked who I liked reading short stories.
- d. She asked what I liked reading short stories.

66-Which of the following is structurally correct?

- a.Tamer told what I was doing then.
- b. Tamer said what I was doing then.
- c. Tamer inquired what I was doing then.
- d. Tamer inquired me what I was doing then.

67-Which of the following is structurally correct?

- a.I suggested that Heba has avoided repeating mistakes.
- b. I suggested that Heba avoid repeating mistakes.
- c. I suggested that Heba is avoiding repeating mistakes.
- d. I suggested that Heba was avoiding repeating mistakes.

68-Which of the following is structurally correct?

- a. The teachers advised us to study hard for the test.
- b. The teachers advised us study hard for the test.
- c. The teachers advised us studying hard for the test.
- d. The teachers advised us studied hard for the test.

69-Which of the following is structurally correct?

- a. Our team lost the final match, that made us all sad.
- b. Our team lost the final match, when made us all sad.
- c. Our team lost the final match, why made us all sad.
- d. Our team lost the final match, which made us all sad.

70-Which of the following is structurally correct?

- a. August is the month which we spend our summer holiday in Alex.
- b. August is the month where we spend our summer holiday in Alex.
- c. August is the month when we spend our summer holiday in Alex.
- d. August is the month whose we spend our summer holiday in Alex.

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71-Which of the following is structurally correct?

- a. Ali, in whose house we had a party, is so generous.
- b. Ali, in which house we had a party, is so generous.
- c. Ali, in that house we had a party, is so generous.
- d. Ali, in where house we had a party, is so generous.

72-Which of the following is structurally correct?

- a. Martin Luther King Jr. got the Nobel Prize for Peace that he was 35.
- b. Martin Luther King Jr. got the Nobel Prize for Peace who he was 35.
- c. Martin Luther King Jr. got the Nobel Prize for Peace whose he was 35.
- d. Martin Luther King Jr. got the Nobel Prize for Peace when he was 35.

73-Which of the following is structurally correct?

- a. He is the writer whom wrote this very interesting novel.
- b. He is the writer that wrote this very interesting novel.
- c. He is the writer who wrote this very interesting novel.
- d. He is the writer which wrote this very interesting novel.

74-Which of the following is structurally correct?

- a. The place which we used to live was very noisy.
- b. The place when we used to live was very noisy.
- c. The place where we used to live was very noisy.
- d. The place in which we used to live was very noisy.

75-Which of the following is structurally correct?

- a. The gold stolen in the train robbery was never recovered.
- b. The gold stole in the train robbery was never recovered.
- c. The gold stealing in the train robbery was never recovered.
- d. The gold to steal in the train robbery was never recovered.

76-Which of the following is structurally correct?

- a. People refused to wear face masks can be fined.
- b. People to refuse to wear face masks can be fined.
- c. People refuse to wear face masks can be fined.
- d. People refusing to wear face masks can be fined.

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77-Which of the following is structurally correct?

- a. The books which on the desk are mine.
- b. The books on the desk are mine.
- c. The books that on the desk are mine.
- d. The books where on the desk are mine.

78-Which of the following is structurally correct?

- a. Egypt has such amazing monuments that millions of tourists come to see them.
- b. Egypt has such an amazing monuments that millions of tourists come to see them.
- c. Egypt has so amazing monuments that millions of tourists come to see them.
- d. Egypt has enough amazing monuments that millions of tourists come to see them.

79-Which of the following is structurally correct?

- a. Nora behaves enough politely that all her friends respect her.
- b. Nora behaves too politely that all her friends respect her.
- c. Nora behaves such politely that all her friends respect her.
- d. Nora behaves so politely that all her friends respect her.

80-Which of the following is structurally correct?

- a. The weather is so cold for me to go out.
- b. The weather is too cold for me to go out.
- c. The weather is such cold for me to go out.
- d. The weather is enough cold for me to go out.

81-Which of the following is structurally correct?

- a. Smart phones are wide used all over the world.
- b. Smart phones are widely-used all over the world.
- c. Smart phones are widely used all over the world.
- d. Smart phones are wide using all over the world.

82-Which of the following is structurally correct?

- a. My grandmother would tell me a story every night before I went to bed.
- b. My grandmother will tell me a story every night before I went to bed.
- c. My grandmother may tell me a story every night before I went to bed.
- d. My grandmother can tell me a story every night before I went to bed.

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83-Which of the following is structurally correct?

- a. We would live in the country, but now we live in the city.
- b. We could live in the country, but now we live in the city.
- c. We used to live in the country, but now we live in the city.
- d. We were used to live in the country, but now we live in the city.

84-Which of the following is structurally correct?

- a. He must have committed the crime. He was in hospital when it happened.
- b. He can't have committed the crime. He was in hospital when it happened.
- c. He should have committed the crime. He was in hospital when it happened.
- d. He could have committed the crime. He was in hospital when it happened.

85-Which of the following is structurally correct?

- a. She will have stolen the documents. I'm not sure.
- b. She must have stolen the documents. I'm not sure.
- c. She can't have stolen the documents. I'm not sure.
- d. She might have stolen the documents. I'm not sure.

86-Which of the following is structurally correct?

- a. Would you like some strawberries?
- b. Would you like a strawberries?
- c. Would you like not strawberries?
- d. Would you like no strawberries?

87-Which of the following is structurally correct?

- a. None student in this class has passed the exam.
- b. All students in this class has passed the exam.
- c. Each student in this class has passed the exam.
- d. Most students in this class has passed the exam.

88-Which of the following is structurally correct?

- a. Many athletes have taken part in the competition.
- b. A lot of athletes have taken part in the competition.
- c. Each athlete have taken part in the competition.
- d. Every athlete have taken part in the competition.

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89-Which of the following is structurally correct?

- a. I received 4 gifts on my birthday, but my sister received none.
- b. I received 4 gifts on my birthday, but my sister received no.
- c. I received 4 gifts on my birthday, but my sister received any.
- d. I received 4 gifts on my birthday, but my sister received not.

90-Which of the following is structurally correct?

- a. There"s much milk in the bottle. It"s not enough for both of us.
- b. There"s some milk in the bottle. It"s not enough for both of us.
- c. There"s little milk in the bottle. It"s not enough for both of us.
- d. There"s a little milk in the bottle. It"s not enough for both of us.

91-Which of the following is structurally correct?

- a. Cotton clothes are making in Egypt.
- b. Cotton clothes have made in Egypt.
- c. Cotton clothes be made in Egypt.
- d. Cotton clothes are made in Egypt.

92-Which of the following is structurally correct?

- a. Nora awarded a prize by a teacher at their school.
- b. Nora was awarded a prize by a teacher at their school.
- c. Nora to be awarded a prize by a teacher at their school.
- d. Nora was awarding a prize by a teacher at their school.

93-Which of the following is structurally correct?

- a. I was given some more responsibility at work next month.
- b. I have given some more responsibility at work next month.
- c. I had been given some more responsibility at work next month.
- d. I will be given some more responsibility at work next month.

94-Which of the following is structurally correct?

- a. These reports have to be written before we can go home.
- b. These reports to be written before we can go home.
- c. These reports have to write before we can go home.
- d. These reports have written before we can go home.

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95-Which of the following is structurally correct?

- a. He is tired because he had worked all day.
- b. He is tired because he works all day.
- c. He is tired because he has been working all day.
- d. He is tired because he has been worked all day.

96-Which of the following is structurally correct?

- a. I had worked here for a long time, so I can show you what to do.
- b. I work here for a long time, so I can show you what to do.
- c. I'm working here for a long time, so I can show you what to do.
- d. I've worked here for a long time, so I can show you what to do.

97-Which of the following is structurally correct?

- a. He found a job very fast.
- b. He found a job very fasting.
- c. He found a job very fasted.
- d. He found a job very fasten.

98-Which of the following is structurally correct?

- a. Come and have lunch with me; the food tastes nice.
- b. Come and have lunch with me; the food tastes nicety.
- c. Come and have lunch with me; the food tastes nicely.
- d. Come and have lunch with me; the food tastes nice.

99-Which of the following is structurally correct?

- a. Do you visit the new museum a week ago?
- b. Are you visiting the new museum a week ago?
- c. Have you visited the new museum a week ago?
- d. Did you visit the new museum a week ago?

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100-Which of the following is structurally correct?

- a. I read a report at 6 pm yesterday when it suddenly started to rain.
- b. I have been reading a report at 6 pm yesterday when it suddenly started to rain.
- c. I was reading a report at 6 pm yesterday when it suddenly started to rain.
- d. I had read a report at 6 pm yesterday when it suddenly started to rain.

101- Which of the following is structurally correct?

- a. Mo Salah was happy that he has scored 3 goals.
- b. Mo Salah is happy that he has scored 3 goals.
- c. Mo Salah is happy that he scores 3 goals.
- d. Mo Salah is happy that he has been scoring 3 goals.

102- Which of the following is structurally correct?

- a. We haven't heard about the earthquake until we had read the newspaper.
- b. We didn't hear about the earthquake until we had read the newspaper.
- c. We didn't hear about the earthquake until we have read the newspaper.
- d. We won't hear about the earthquake until we had read the newspaper.

103- Which of the following is structurally correct?

- a. No sooner had I remembered his phone number than I decided to contact him.
- b. After I had remembered his phone number than I decided to contact him.
- c. Not only had I remembered his phone number than I decided to contact him.
- d. Hardly had I remembered his phone number than I decided to contact him. 104-

104- Which of the following is structurally correct?

- a. Have you been waiting for a long time when I arrived?
- b. Had you been waiting for a long time when I have arrived?
- c. Do you wait for a long time when I arrived?
- d. Had you been waiting for a long time when I arrived?

105- Which of the following is structurally correct?

- a. They have known each other for ten years before they became partners!
- b. They know each other for ten years before they became partners!
- c. They had known each other for ten years before they became partners!
- d. They had been knowing each other for ten years before they became partners!

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106- Which of the following is structurally correct?

- a. Once I had cleaned the room, I will see the movie.
- b. Once I have cleaned the room, I will see the movie.
- c. Once I cleaned the room, I will see the movie.
- d. Once I will clean the room, I will see the movie.

107- Which of the following is structurally correct?

- a. Scientists keep researching until they have discovered a cure for cancer.
- b. Scientists will keep researching until they had discovered a cure for cancer.
- c. Scientists are keeping researching until they have discovered a cure for cancer.
- d. Scientists will keep researching until they have discovered a cure for cancer.

108- Which of the following is structurally correct?

- a. What will you be doing at 10 am tomorrow?
- b. What do you do at 10 am tomorrow?
- c. What have you been doing at 10 am tomorrow?
- d. What you will be doing at 10 am tomorrow?

109- Which of the following is structurally correct?

- a. Your car has been repaired by 5 pm tomorrow.
- b. Your car is going to repair by 5 pm tomorrow.
- c. Your car is being repaired by 5 pm tomorrow.
- d. Your car will have been repaired by 5 pm tomorrow.

110- Which of the following is structurally correct?

- a. Don't worry; I lend you the money you need.
- b. Don't worry; I'm lending you the money you need.
- c. Don't worry; I'll lend you the money you need.
- d. Don't worry; I have lent you the money you need.

111- Which of the following is structurally correct?

- a. It's 1:89 and our train is at 8:35. We are going to miss it.
- b. It's 1:89 and our train is at 1:88. We should miss it.
- c. It's 1:89 and our train is at 1:88. We miss it.
- d. It's 1:89 and our train is at 8:35. We are to miss it.

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112- Which of the following is structurally correct?

- a. Have you considered apply for this job?
- b. Have you considered to apply for this job?
- c. Have you considered applying for this job?
- d. Have you considered application for this job?

113- Which of the following is structurally correct?

- a. Why don't you try a new sport?
- b. How about trying a new sport?
- c. Have you thought about trying a new sport?
- d. A, B & C

114- You ought not to have come too late for the exam. This means:

- a. You are not to blame for coming too late for the exam.
- b. You came too late for the exam and that was wrong.
- c. You still have a chance to take the exam.
- d. I don't blame you for coming too late for the exam.

115- Which of the following is structurally correct?

- a. Let's look into other ways of having a virtual meeting.
- b. Let's look out other ways of having a virtual meeting.
- c. Let's look down other ways of having a virtual meeting.
- d. Let's look away other ways of having a virtual meeting.

116- Which of the following is structurally correct?

- a. I'm going to pick my cousin away from the airport tomorrow.
- b. I'm going to pick my cousin out from the airport tomorrow.
- c. I'm going to pick my cousin up from the airport tomorrow.
- d. I'm going to pick my cousin into from the airport tomorrow.

117- Which of the following is structurally correct? a.

- I regret taken this job two years ago. It's awful.
- b. I regret taking this job two years ago. It's awful.
- c. I regret to take this job two years ago. It's awful.
- d. I regret take this job two years ago. It's awful.

Sec.3

118- Which of the following is structurally correct?

- a. I tried take an aspirin for my headache, but it didn't work.
- b. I tried taken an aspirin for my headache, but it didn't work.
- c. I tried to take an aspirin for my headache, but it didn't work.
- d. I tried taking an aspirin for my headache, but it didn't work.

119- Which of the following is structurally correct?

- a. I always help my mother to get the washing done.
- b. I always help my mother to have the washing done.
- c. I always help my mother to make the washing done.
- d. I always help my mother to let the washing done.

120- We were made to sign the documents. This means:

- a. It was our own decision to sign the documents.
- b. We were persuaded to sign the documents.
- c. We were forced to sign the documents.
- d. We were encouraged to sign the documents.

Essays, Paragraphs & E-mails

121- The first paragraph in an essay is the -----.

- a) conclusion
- b)body paragraphs
- c) introduction
- d)explanation

122- The last paragraph in an essay is the -----.

- a) conclusion
- b)body paragraphs
- c) introduction
- d)explanation

123- The middle paragraphs in an essay are called -----.

- a. body paragraphs
- b. conclusions
- c. introductions
- d. descriptions

124- The ----- is main idea of the whole essay.

- a. last sentence
- b. thesis statement
- c. declarative sentence
- d. interrogative statement

Sec.3

125- The introductory paragraph has three parts. Which of the following is NOT part of the paragraph?

- a)thesis b)transition c)background d)hook

126- What is the purpose of persuasive writing?

- a)To inform b)to convince c)to tell a story d)to ask questions

127- What are the components of a persuasive essay?

- a) Argument, Details, Thesis
b) Topic sentence, Details, Concluding Sentence
c) Introduction, Thesis Statement, Body Paragraphs, Conclusion
d) d) All of the above

128- Words and phrases such as „whilst, finally, consequently, to conclude, secondly, personally, firstly and due to“ are called -----.

- a) transition words b)additional words
c) negative phrases d)prepositions

129- In a persuasive essay, each main paragraph usually starts with a 'topic sentence' to -----.

- a) introduce the main idea of the paragraph
b) give clear examples
c) persuade the reader to take an action
d) present a fact as an opinion

130- Which sentence uses the conjunction „so“ correctly?

- a) My sister knocked over her glass of milk so she helped clean it up.
b) We watched television inside so the storm came up suddenly.
c) My friend was very excited so he won the game.
d) We arrived at the movie on time so we left the house early.

131-When writing an essay, you include examples and supporting statements in - -----.

- a) body paragraphs b)narrative paragraphs
c) the first paragraph d)the concluding paragraph

132- When writing an essay, you can suggest a solution or an action in the -----
-.

- a)body paragraphs b)first paragraph
c)conclusion d) second paragraph

Sec.3

133- You restate the thesis of your essay in different words in the -----.

- a) conclusion b) introduction c) body paragraphs d) second paragraph

134- In the introduction of a persuasive essay, you -----.

a) present both opinions briefly

- b) present your personal point of view only
c) give too many examples
d) tell the reader to read your essay carefully

135- In the body paragraphs of a persuasive essay, -----.

- a) you restate the thesis of your essay
b) you give reasons to support your opinion
c) you use informal language
d) you shouldn't use transition words

136- Transition words are used to -----.

- a) show contrasting ideas only
b) show addition only
c) link together different ideas in your essay
d) avoid writing short sentences

137- A writer who uses persuasion attempts to -----.

- a) teach you how to make or do something
b) influence you to do or believe something
c) inform you about historic or current events
d) tell a story

138- What is a hook?

- a) The sentence that is the main idea of an essay.
b) The sentence that ends the essay.
c) A sentence that gets the reader's attention.
d) A sentence that shows contrast.

139- What word does NOT describe a report?

- a) objective b) factual c) orderly d) persuasive

140- What is the report body?

- a) It is the section where you present your research findings.
b) It is the section where you summarize the entire report.
c) It is the section where you give your recommendations.
d) It is the section where you make your conclusion.

Sec.3

141- Which section does NOT belong in the ending of a report?

- a)summary
- b)research methods
- c)conclusion
- d)recommendations

142- The beginning of a good report should contain -----.

- a)3 facts
- b)3 examples
- c)evidence
- d)a purpose for writing the report

143-A report is written for -----.

- a. medical students
- b. a specific audience
- c. the general public
- d- primary school students

144-----is used in writing reports.

- a. Only Arabic
- b. Informal language
- c. Formal language
- d. Persuasion

145- Reports present conclusions based on -----.

- a) intuition
- b) belief
- c) investigation
- d) impression

146- The subject line in an e-mail should be -----.

- a)Short and precise
- b)a greeting
- c)long and descriptive
- d)a closing sentence

147- Proofreading e-mails before hitting „send“ -----.

- a) Is a waste of time
- b) can be done sometimes
- c) Is necessary
- d)is not important

148- When writing formal emails which are usually sent to universities or colleges, we mostly use -----.

- a)Formal style
- b)informal style
- c)capital letters
- d)old English

149- A good way to end a formal email is by writing ----

- Sincerely
- Fortunately
- Interestingly
- Surprisingly

150- The ----- is a brief description of what the email is about.

- a)subject
- b)recipient
- c)forward
- d)attachment

Sec.3

151- If you want to share an email you've received, you can _____ it.

- a)reply b)archive c)forward d)receive

152- Where would you find evidence and details in an argumentative essay? a)in the introduction b)in body paragraphs

- c)in the conclusion d)in the thesis statement

153- Which of the following do argumentative essays use to convince readers?

- a)evidence and facts b)emotional language
c)jokes and funny quotes d)short stories

154- The three main parts of a paragraph are -----.

- a) a topic sentence, supporting sentences, and a concluding sentence.
b) two supporting sentences and a concluding sentence.
c) a topic sentence and two supporting sentences.
d) a topic sentence and two concluding sentences

155- A topic sentence -----.

- a) gives examples related to the main idea of a paragraph.
b) tells the main idea of a paragraph.
c) repeats the main idea of a paragraph using different words.
d) should contain several transition words

156- Supporting sentences -----.

- a) repeat the main idea of a paragraph
b) give more information about the topic sentence
c) always come at the end of a paragraph
d) aim to grab the reader"s attention

157- Which is a good topic sentence for a paragraph about the many uses of cell phones?

- a) Some people still prefer to use a regular camera.
b) There are a lot of things that cell phones can do.
c) My cousin bought a new cell phone.
d) Cell phones can be expensive.

158-Which of the following is a complete sentence?

- a. After she started eating healthy food every day.
b. Before she started her diet last month.
c. Clara ate better food after she went on a diet.
d. As soon as she finished eating

Sec.3

159- Identify the adverb in the following sentence: "His new book went straight to number one on the best-seller list."

- a)straight b)best-seller c)new d)on

160- In the sentence "However fast we drive, we're not going to get there in time," the word „however" is used to -----.

- a)link similar ideas b)show additions
c)show contrast d)show emphasis

161- What do you need to know before sending an email to an individual?

- a)their password b)their email address c)their classroom d)where they live

162-Which answer shows information you should not share in emails? a)

- private information b)your password
c) your credit card number d) all are correct

163- Which of the following is a formal closing in an email?

- a)See you later b)Bye c)Sincerely d)Goodbye

164- The background information in an essay helps the reader to -----.

- a)be distracted b)stop reading
c)skip the body paragraphs d)have more information about the topic

165- When writing an „opinion essay", you should -----.

- a)make sure there are a lot of words
b)mention examples to prove your opinion
c)use as many quotations as possible
d)write only two paragraphs

166- When writing essays, linking words and phrases are used to -----.

- a) show relationships between ideas b)join two or more sentences or clauses
c)refer to the thesis d)A & B are correct

167- In a good essay, the writer should -----.

- a)introduce the main idea of the essay clearly
b)start each paragraph with a topic sentence
c)give supporting examples and information
d)A, B & C are correct

Sec.3

168- When writing an „opinion essay“, the writer should -----

- a)use as many questions as possible**
- b)include a clear concluding paragraph**
- c)avoid using formal language**
- d)write two topic sentences in each paragraph**

169- At the start of an „opinion essay“, you should -----

- a)write an effective introduction and a thesis statement**
- b)use a lot of strong words**
- c)use informal language**
- d)refer to the conclusion**

170- In an opinion essay, you should develop ideas clearly and -----

- a)write a narrative story**
- b)copy words from other texts**
- c)use your own words**
- d)use old English words**

171- At the end of the opinion essay, a good writer will -----

- a)review for correct spelling and punctuation**
- b)reread it without making corrections**
- c)tell the reader to reread the essay**
- d)add some notes after finishing the essay**

172- In a conclusion of an opinion essay, you -----

- a)apologize for your views**
- b)restate your opinion**
- c)write new ideas**
- d)quote famous writers**

173- What are the elements of an opinion essay?

- a)introduction, problem, solution and body**
- b)title, setting, plot and ending**
- c)introduction, opinion, reasons and conclusion**
- d)solution, opinion, reasons and conclusion**

174- When you tell the person that the email includes a file or document, you start by writing -----

- a)please find attached**
- b)I can confirm that**
- c)I am confident that**
- d)As was pointed out**

Sec.3

175- When writing personal or informal e-mails, you can use ----- like „I“m“, and „that“s“.

- a)objectives b)interjections c)contractions d)conjunctions

176- When writing personal or informal emails, you can use greetings like -----.

- a)Hello, b) Hi there c)Dear + first name d)all are correct

177- When writing a formal email, you can use greetings like -----.

- a)Dear Sir/Madam, b) Dear Madam,
c)Dear Mr. + last name d)all are correct

178- The initial greeting „Dear + surname“ is used in -----.

- a)informal emails b) formal emails c)letters to friends d)A & B

179- The salutation „To Whom It May Concern“ is often used in -----.

- a) business correspondence b) informal emails
c) friendly letters d) all are correct

180- Email endings like „Yours, Talk to you soon, Hope to hear from you soon and Best regards“ are usually used in -----.

- a) business correspondence b) informal emails
c) formal letters d) telephone conversations

181- The three basic elements of a formal email are (in order) -----.

- a)introduction, conclusion, body of the text
b)conclusion, introduction, body of the text
c)introduction, body of the text, conclusion
d)body of the text, introduction, conclusion

182- A formal email should always start with -----.

- a)a closing sentence
b)a request
c)a question d)a greeting

183- If you know the name of the recipient of a formal letter, you start with -----.

- a)Dear Sir b)Dear Madam
c)Dear Sir/Madam d)Dear Mr./Mrs./Ms. + family name

Sec.3

184- If you do not know the name of the recipient of a formal letter, you start with:

- a)Dear Sir/Madam
- b)Dear Mr.
- c)Dear Mrs.
- d)Dear Ms.

185- Never send an email in English without -----.

a)telling the recipient about an important event

- b)apologizing for your long email
- c)checking what you wrote
- d)asking the recipient to send a reply

186- A formal email signature should include -----.

- a)greetings
- b)contact details
- c)contractions
- d)salutations

187-A ----- is a sentence or two that captures the readers' attention, so that they are encouraged to read more.

- a)thesis statement
- b)hook
- c)closing statement
- d)concluding statement

188- The aim of the concluding sentence in a body paragraph is to -----.

- a) give the reader more facts about the topic sentence
- b) sum up what was discussed in the paragraph
- c) remind the reader of what was discussed in a preceding paragraph
- d) tell a joke to make the reader laugh

189-One of the following sentences can't be used when you conclude an essay on the advantages of the internet:

- a) To sum up, the internet is one of the most useful inventions.
- b) In my opinion, the internet has a lot of drawbacks in case we use it badly.
- c) In conclusion, the internet is very useful to all of us.
- d) In brief, the internet has made the world a small village

190-In an essay, ".....," can be used to introduce a summary of the main points.

- a) to begin with
- b) consequently
- c) to conclude
- d) personally

Sec.3

191- In an essay, ----- can be used to give contrasting information

- a) whilst b) consequently c) to conclude d) owing to

192-In an essay, " -----" can be used to introduce the topic.

- a) to begin with b) consequently c) to conclude 193-In an essay, d) due to

----- can be used to give an opinion.

- a) to begin with b) consequently c) to conclude d) personally

194-In an essay, ----- can be used to give a reason for something.

- a) whilst b) consequently c) due to d) personally

195- In an essay, ----- can be used to introduce the result of something.

- a) whilst b) consequently c) to conclude d) owing to

196-When writing an email, you can use ----- to focus the recipient's attention on a specific part.

- a)especially b)hardly c)rarely d)Normally

197- A subject line should -----.

- a) capture the attention of the recipient
b) be irrelevant to the body of the email
c) contain several transition words
d) use difficult and uncommon vocabulary

198- The opening and closing greetings in any e-mail depend on -----.

- a)how close you are to the recipient
b)how fluent in English the recipient is
c)how much vocabulary you have learnt
d)how good at typing you are

199-A/An ----- essay explains something by presenting evidence and factual information.

- a)narrative b)descriptive
c)persuasive d)expository

200- A/An ----- essay is a type of composition which describes an object, person, process, or event.

- a)narrative b)descriptive
c)persuasive d)expository